



WHITESAND FIRST NATION

P.O. Box 68 • ARMSTRONG, ONTARIO • P0T 1A0
PHONE 807-583-2177 & 807-583-2238
FAX 807-583-2170

Job Posting

Economic Development Officer (EDO)

Overview:

This position requires a dynamic individual with Post Secondary education and experience in the field of economic, community development or business. A broad range of skills is also required for the position including strong communication skills, proposal writing, business plan development, excellent analytical and planning skills as well as oral presentation skills. This position requires a thorough knowledge of funding sources, liaison skills with all levels of government and private companies, as well as a good understanding of economic development strategies.

Duties and Responsibilities:

- Manage the delivery of long and short-term economic development
- Provide advice, guidance, and support to clients on all aspects of programs administered by the Economic Development office
- Assist clients with the development of new business proposals and plans as well as any expansion opportunities
- Continually research new and innovate opportunities that may be used in development of economic strategies
- Be involved in developing and implementing the Band economic development strategy
- Plan, organize and implement specific business development projects and workshops
- Organize entrepreneurial skill workshops in conjunction with educational agencies
- Liaison with all levels of government, private industry, other EDO's; or other bodies that may be affected by, or interested in, various strategies to help strategize the direction of the Economic Development programs and services for Whitesand First Nation members
- Carry out other duties as required for the effective functioning of the WFN Economic Development program
- Maintain records and record data necessary to meet reporting guidelines of funding agencies
- Other duties as assigned

Please submit your covering letter, resume, including 3 references, an updated copy of criminal record check, either by regular mail, drop off at Band Office or email.

Email: diana.navanookeesic@whitesandfirstnation.com

Closing date: Friday, April 21, 2017 @ 5:00 p.m.

Also note we will not accept any resumes after the closing date.

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.